

# PARISH of SWETTENHAM

## Notice

### Annual Meeting of the Parish Council

will be held on Monday 19 May 2025 following the Annual Parish Meeting at the  
Swettenham Club

Chairman: Cllr JA Shaw

Clerk: Mrs P Sturrock

Swallows Barn, Kermincham, Congleton, Cheshire, CW12 2LP

clerk@swettenhamparishcouncil.org.uk,

### Agenda

1. Apologies for absence.
2. Declarations of interest.
3. Minutes of ordinary meeting held on 17th March 2025
4. Election of Chairperson for 2025-26
5. Election of Vice Chairperson for 2025-26
6. Public Forum.
7. Matters arising from the previous minutes not specifically included in the agenda.
8. Finance
  - a. Finance report to May 2025 and review of Clerk's salary pay scale
    - a. To receive a report on internal audit of 2024-25 annual accounts.
    - b. To discuss & accept the completed Annual Governance and Accountability Return including Certificate of Exemption from Limited Assurance Review prior to submission. Review of internal control arrangements and confirmation that the Annual Governance Statement can be signed.
    - c. To review the Insurance requirements for 2025-26 and agree a provider.
    - d. To review payroll arrangements and agree a provider
    - e. To view and agree the NatWest bank mandate

Signed  Clerk to Swettenham Parish Council

## f. To authorise payment to:

i.	Clerk & RFO April to May – salary -	BACS	£724.76
ii.	HMRC PAYE –	BACS	£155.60
iii.	CHALC – Annual Subscription -		£98.28
iv.	Insurance Premium 2025/26- Clear Councils	BACS	£541.02
v.	Mr P Sanders Internal Audit -		£66.50
vi.	Harts – Payroll instalment	BACS	£48.00
vii.	Illingworth Ingham – new cemetery gates	BACS	£955.20
viii.	Derek Kirk cemetery hedge mulching	BACS	£50.04
ix.	Waterplus cemetery water charges		
	01/04/2025	DD	£6.13
	01/05/2025	DD	£6.96

## 9. Cemetery &amp; War Memorial.

- I. To receive update on cemetery issues
- II. To receive any other applications for memorials and inscriptions on memorials

## 10. Highways Maintenance &amp; Footpaths/Bridleways.

To receive an update on activity in the Parish

## 11. Village Social

To discuss arrangements for the Village Social

## 12. Calendar of Meetings

Monday 4<sup>th</sup> August 2025

Monday 29<sup>th</sup> September 2025

Monday 17<sup>th</sup> November 2025

Monday 19<sup>th</sup> January 2026

Monday 16<sup>th</sup> March 2026

Monday 18<sup>th</sup> May 2026 (Annual Parish Meeting & Annual Meeting)

## 13. Correspondence

To receive a synopsis on correspondence received since date of last meeting

14. **Date of next meeting Resolved:** to note the date of the next scheduled council meeting as Monday 4<sup>th</sup> August 2025 which will commence at 7:30pm.

Signed  Clerk to Swettenham Parish Council